



Personnel
1300 Sawgrass Corporate Parkway, #100 • Sunrise, FL 33323 • Phone: 954.838.4522

PUBLIC SERVICE AIDE (CRIME SCENE)

- DATE: June 24, 2003 (amended September 29, 2004)
- SALARY: \$28,923 - \$39,871
- NATURE OF WORK: This is a para-professional position designed to relieve sworn law enforcement personnel from non-police, non-criminal and non-hazardous service calls and duties including; police dispatching, working with crime scene personnel on major and minor crime scenes, processing physical evidence, photography of events, generating reports of minor crime scenes, and maintenance of office records.
- HOURS: To be determined.
- WORKSITE LOCATION: Public Safety Complex, 10440 W. Oakland Park Blvd., Sunrise
- EDUCATION: Graduation from an accredited high school or G.E. D. equivalency diploma.
- EXPERIENCE: -- One (1) year of full-time (or equivalent) paid experience in a position dealing with the public OR a minimum of two (2) consecutive years of experience as a Police Explorer in good standing.
- SPECIAL REQUIREMENT: -- Possession of a valid driver's license and a good driving record.
-- Some typing experience helpful. Should be familiar with Word and Excel.
-- Photography skills are a plus.
-- Applicants cannot be convicted of a misdemeanor involving moral turpitude or be convicted of a felony.
- CLOSING DATE: Open until filled.
- HOW TO APPLY: Please submit a completed City of Sunrise Employment Application and proof of education to the Personnel Dept.

It shall be the policy of the City of Sunrise to hire well-qualified persons to perform the many tasks necessary in providing the services the City is called upon to render. An integral part of this policy is to provide equal employment opportunity for all persons for employment and to recruit and administer hiring, working conditions, benefits and privileges of employment, compensation, training, appointments for advancement, including upgrading and promotions, transfers, and terminations of employment including layoffs and recalls for all employees without discrimination because of race, color, religion, national origin, sex, marital status, sexual orientation, age or physical or mental disabilities who are qualified for the jobs they are seeking.

EQUAL OPPORTUNITY EMPLOYER - M/F/D/V